

SENIOR CHIEF, CONFIDENTIAL CRIMINAL
INVESTIGATOR

Rev. 09/18
Erie County
Non-Comp.
JG: XIV
MC/ceb

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility and supervision of all investigators and those assigned to the Task Force for the District Attorney's Office. The work entails collaborating efforts between the District Attorney's Office and the Erie Crime Analysis Center and other law enforcement agencies to reduce pattern crimes that cross over jurisdictions.

TYPICAL WORK ACTIVITIES:

Provides administrative direction and supervision for all investigators and the members of the Task Force;
Assign responsibilities and delegate appropriate authority to the Task Force investigators;
Reviews non-fatal shootings and homicides that cross-over jurisdictions of the County;
Oversees and actively participates in investigating, collecting and correlating evidence, exhibits, statements of witnesses and reports findings;
Weekly meetings with Task Force Team to review hotspots, patterns of crime and suspect information;
Work with other law enforcement agencies where the pattern crimes cross over;
Liaison between federal, state and local law enforcement agencies;
Monitors and evaluates quantity and quality of work performed by the subordinates and counsels them on performance;
Directs and coordinates investigation of serious, complex cases involving homicide or other major violent offenses;
Directs the preparation of confidential reports for the District Attorney;
Supervises the gathering of evidence and its presentation to the District Attorney for further prosecution proceedings;
Coordinates investigations with police agencies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge procedures, methods and techniques of criminal investigation; thorough knowledge of the New York State Penal Law, Vehicle and Traffic Law and the Code of Criminal Procedures; ability to plan and direct work of investigative task force; ability to prepare and maintain accurate records and reports; persistence in following up all leads and sound judgment in weighing evidence uncovered; resourcefulness in conducting investigations; demonstrated capacity to work effectively with all segments of the criminal justice community; demonstrated capacity to excel in conducting investigations; good moral and ethical character; integrity; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and eleven (11) years of experience as a police officer, at least four (4) years of which included criminal investigative work experience in one of the following fields, narcotics, homicide, or gun crimes and four (4) years of supervision; or
- B) Completion of a minimum of 60 semester credit hours from a regionally accredited or New York State registered college or university and thirteen (13) years of experience as a police officer, at least six (6) years of which included criminal investigative work experience in one of the following fields, narcotics, homicide, or gun crimes and six (6) years of supervision; or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENTS:

Possession of a Police Officer Basic Training Certificate or its equivalent issued by the New York State Municipal Police Training Council at time of appointment; and
Possession of a valid New York State Driver's License at time of appointment; and
Meet minimum standards on annual firearms qualification.